

# **Durham Local Area Younger Youth Skill Attainment System**

## **Customer process flow and documentation requirements**

**A. Eligibility** (documented in file)

**B. Application**

**C. Assessment** of basic skills, work readiness, and occupational skills

- ◇ **Basic skills** (TABE, CLW, EIP, etc.)
  - Basic Skills Assessment Form (1 pg. in file)

- ◇ **Work Readiness**
  - Transition Skills Assessment Outcome (5 pgs. In file)
  - Job Getting Skills Assessment (6 pgs. In file)
  - Job Keeping Skills Assessment (1 pg. In file)

**\*Job Keeping Skills:** If a youth has never worked, objective should be answered with a “no”. Skills must be assessed at a work site with a work-site supervisor while working a minimum of 100 hours.

**\*All forms** should be fully completed and all questions should be answered.

**\*If all criteria** for an objective are checked “yes”, intervention is not needed in that area.

**\*If any criteria** have been checked “no”, that objective is one that may be chosen as part of the ten objectives that entail a Work Readiness goal.

- ◇ **Occupational Skills Goal**
  - Occupational Skills Entry Outcomes (1 pg. In file)

- If youth have not made a career choice you should not set this goal. Simply identify that a career choice has not been made and date the form.

**D. ISS Portfolio**

- ◇ My Personal Strengths & Skills Growth Inventory (8 pgs. In file)

**\*Summarize your assessment** by transferring skills from the assessment forms to the inventory forms. This form is completed by the case manager to show what stage the youth is at. **PLEASE NOTE THAT THE YOUTH DOES NOT COMPLETE THE INVENTORY!!!**

**\*The case manager** reviews the ISS with the youth to communicate the outcome of the assessment.

**\*The youth** receives a copy of their ISS.

**\*The ISS** should be updated as need, but must be updated annually.

(The steps above conclude the assessment to be completed by the case manager)

## **Selecting Service Interventions and Developing Training Plans**

When choosing a goal, keep in mind the age and developmental stages of youth.

**A. Basic Skills:** If Basic Skills efficient, must set a Basic Skills goal.

- ◇ Improve reading or math one grade level (unless using an IEP).
- ◇ Develop a plan for how to make improvements happen
- ◇ Complete personal goal and service plan (in youth friendly terms)
- ◇ Enter goal in WF+, with goal description, to show current skill level and the desired outcome (e.g. Increase math from 6.5 to 7.5)
- ◇ Monitor and document progress.
- ◇ Re-test/assess-update ISS
- ◇ Close out goal at or before 12-month period (including date attained/not attained and attainment status)

**B. Work Readiness Goal**

- ◇ Identify objectives and complete Work Readiness Skills list (10 Objectives)
- ◇ Identify a plan to accomplish outcomes
- ◇ Complete “My Personal Goals and Service Plan” (in youth friendly terms)
- ◇ Enter goal into WF+ with date goal set and goal description to include objective code and summary (e.g. G-1 Explore career options)
- ◇ Monitor and document progress throughout
- ◇ As objectives are achieved, document outcomes on the Work Readiness Skills list in the final column with date and initials.
- ◇ If “T” skills, must revisit Traininstion Skills Assessemtn and update
- ◇ If “G” skills, must revisit Job Getting Skills Assessment and update
- ◇ If “K” skills, must revisit Work-site evaluation/feedback skills areas (This needs to be produced for the evaluation. Must work a minimum of 100 hrs with at least two evaluations. Final evaluation indiciates skill attainment.)
- ◇ Close out goal within 12 months on WF+. Include attainment status and date goal attained/not attained.

**C. Occupational Skills Goal** (Hard Skills Training for a career choice)

- ◇ Show need for Training
- ◇ Occupational Skills Outcomes form (re-evaluate need from entry assessment)
- ◇ Set Goal in WF+

**If Classroom based...**

- ◇ Registration of classes
- ◇ Course Syllabi
- ◇ Classroom based training tracking form

- ◇ Grades for course (“C” or better for goal attainment)
- ◇ Close out goal in WF+ within one year (include attainment status and date goal attained/not attained)

### **If Work based...**

- ◇ Show need
  - ◇ Set in WF+
  - ◇ Develop 8 learning objectives (minimum of 5 primary)
  - ◇ Work-site training plan (200 hours, 3 evaluations, final evaluation counts)
  - ◇ Example
    - Primary-knows how to make copies, collate, sort, etc.
    - Secondary-knows how to clear paper jams and clean machine
    - Objective descriptions are based on the job of interest. May want to work with work-site supervisor to develop descriptions. Objectives must be documented on Work-site training plan and evaluation. (This form matches the form for Job Keeping skills.)
  - ◇ Must complete all 8 created objectives to meet goal.
  - ◇ Close out goal in WF+ within one year (including attainment status and date goal attained/not attained)
- 
- Every youth must have a goal set at all times
  - Each goal set must have a plan of action to support it.
  - The assessment documentation should tell a story. Where is the youth at, where do they need to go, what will you do to assist them in getting there?
  - This is not a tracking system; it guides your program design.